

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM
THE HANDICAPPED

P. O. Box 745
Institute, WV 25112

Minutes
April 24, 2002
Sutton, West Virginia

ATTENDANCE: Members: Lee Dixon, Ken Kennedy, Dennis Miller, Donna Prunty.

WVARF: Craig Greening, Chris Miller, Steve King

Guests: Mark Kessler and Brenda Hellwig

ABSENT: Members, Linda Maniak and Jack McComas.

APPROVAL OF MINUTES: Donna Prunty moved to accept the March Minutes as submitted. Motion seconded by Dennis Miller. Motion carried.

FINANCIAL REPORT: Ken Kennedy projects the Committee will be able to stay within its budget for the remainder of the year.

REPORT OF CHAIRMAN: No report.

REPORT OF EXECUTIVE SECRETARY: Karen Byrd has been appointed to serve in this capacity but her schedule did not permit her attendance at this meeting.

Contract complaint

Craig Greening said that a complaint has been made at Winfield DMV with issues of cleaning. Goodwill Industries of Kanawha Valley will address these issues with the new staff.

Contract Presentation by Craig Greening

1. Non-recurring State Use Projects Report. Copies were provided.
2. BEP Morgantown report provided.
3. BEP- Williamson Craig pointed out that at Williamson there are two additional projects.
4. Camp Dawson janitorial this is a new structure in laundry service. The \$72,000 contract indicates additional cost for labor (regular time and over time) compared to what they were doing. The present contract represents a \$20,000 increase and they will continue to provide food services.
5. Fairmont State College floaters report provided.

Contract Presentation Renewals

Craig Greening provided handouts of 34 renewal contracts, rest area contracts for 11 sites, and State Use contract for data entry. Donna Prunty asked about the status of the State Use contract for data entry. Craig said that in the past Jackson County Development Center negotiated this directly. Craig has been playing phone tag but hopefully he can talk with Charlene about possibly setting up a conference call to discuss this particular contract.

OLD BUSINESS:

1. Chris Miller reported gross revenues of \$6,795,221 which indicates a small increase from last year's revenue. A written report of the last six months' gross revenues was provided, a) The gross revenues from WVARF contracts to date were \$5,197,616. b) Aged Receivables 61 days and over were 5.49% or \$56,449. Chris stated WVARF's in a better situation that they have been even though 30% of over 60 days is two contracts (DOH and Culture Center). Chris said there has been no court claims filed, as yet. After July, WVARF will be more proactive from an efficiency standpoint by taking inventory of what purchase orders they have or don't have. Donna Prunty said she is making some progress in her contact with the Culture Center. The problem seems to be in determining which department should pay.

2. Qualifications for Participation Rule change is due June 25. Craig Greening indicated that, if possible, he would like to get approval from the Committee today. Corrections/changes were discussed. It was agreed that Donna Prunty will email the changes to Craig. **Dennis Miller moved to approve the changes to the draft. Motion seconded by Donna. Motion carried.**

3. Craig explained the changes and made corrections to the Application for Participation in State Use.

Donna Prunty moved to approve the changes to the Application for Participation, as well as, to the qualification procedures, and that they be sent to all current Community Rehabilitation Program users. Motion seconded by Ken Kennedy. Motion carried.

4. Martinsburg update. Steve King stated that this is an unusual situation and the State Use contracts were canceled March 14, 2002 with EPTC. He said that DHHR appointed EastRidge to handle all operations of EPTC and that Job Squad is working with only the State Use contracts. Steve introduced Brenda Hellwig, Job Squad, and asked her to provide the Committee with an update of what Job Squad is doing. Brenda said that Job Squad has been in Martinsburg since March 18, 2002, and they have met with all of the employees. Mark Kessler, Job Squad Business Manager, said that the employees/customers are very happy and no wages were missed. Job Squad has full intention to pursue contracts.

Craig Greening said that no assets have been liquidated from EPTC and the bankruptcy has not been concluded. A note was made of EastRidge's inexperience in operating a janitorial program. Donna suggested that the Committee allow Job Squad to keep the contracts in Martinsburg.

5. Selection criteria for reassignment... Craig explained the draft outline presented for CRP selection criteria for awarding State Use contracts. It was suggested that all CRPs be given nine (9) months to adhere to the qualifications. **Donna moved that the Committee approve the criteria for awarding of contracts. Motion seconded by Dennis Miller. Motion carried.**

NEW BUSINESS:

1. Shawnee Hills .Steve King stated that Shawnee Hills would most likely file Chapter 7 as they continue to loose money and cut staff. At this time, Steve has not had an opportunity to meet with anyone and is unsure of what is happening. WVARF's concern is with the welfare of the employees. Shawnee has 100 plus employees. There was much discussion of what may or may not happen if Shawnee Hills files bankruptcy, and what is the best way to handle the contracts. In the event of filing Chapter 7, Shawnee Hills has talked with ResCare who would maintain the employee benefits. WVARF has talked with Goodwill of Kanawha Valley about taking over some of the programs. Ken asked the question, "What will happen if Goodwill takes on the programs then backs out on some of them"? Steve asked for guidance from the Committee in case this does happen so that WVARF could make any last-minute decisions. Craig said that WVARF does not want to take-over the contracts but

whoever takes over should have the financial capability for the next two months. Dennis agreed that the Committee should discuss a strategy plan. Dave Accord, Goodwill CEO, has stated that his interest is based only on a permanent assignment.

The first strategy plan is for one CRP to take over, but if one CRP does not want all of the programs, then the programs will be split up. The Committee supports that the first priority is to approach Goodwill Industries of Kanawha Valley with the option of assuming the contracts. It was suggested that the Servia Rest Area be offered to Clay County Services Unlimited. If they don't want it, then the offer be made to Precision Services. After discussion, it was suggested that WVARF hold a pre-bid conference for discussion purposes, provide a list of the contracts that are available, along with a list of the qualifications, and invite all who may want to participate. **Donna made the motion that the Committee give the CNA approval of serious discussion for permanent assignment with Goodwill and other state non-profit organizations and set up a mandatory pre-assignment meeting as quickly as possible. Motion seconded by Ken. Motion carried.**

Donna made the motion that in the event of Shawnee Hills filing Chapter 7, that first preference for the Servia Rest Area be given to Clay County Services Unlimited with second preference be given to Precision Services. Motion seconded by Ken. Motion carried. Donna made the motion that in the event of Shawnee Hills filing Chapter 7 and regarding the Hurricane Rest area, that first preference be given to Community Access and second preference be given to ARC of Kanawha-Putnam. Motion seconded by Ken. Motion carried.

2. YTD State Use Sales. Chris Miller explained the handout.

3. Agreement for FY 03. Craig Greening noted the changes on the proposal for Committee approval. Regarding the grievance procedures for agency providers, it was suggested that agency providers send in the log sheet even if there is nothing to report. **Donna made a motion to approve the changes. Motion seconded by Ken. Motion carried.**

4. Procurement List Request from WVARF/Association. **Craig explained that the Marketing Committee has requested the Procurement List indicate not only the services provided but also the name of the provider. This request was presented to Dave Tincher in a meeting with him on April 9. Mr. Tincher's recommendation was to take the procurement list and make the first part of it mandatory with the option of a second list containing fair market items for sale. Craig noted that anything listed must be approved by the Committee, who determines the price. It was also noted that the catalog contain a disclaimer (supplied for your information). Ken made the motion to table the discussion of the Procurement List and to invite Mr. Tincher to the next meeting. Motion seconded by Dennis. Motion carried.**

5. Statewide Contract for bottled water. Craig explained the concern by Green Acres regarding the joint use of bottled water label with the Developmental Center. **Donna made the motion that the Committee send a letter to DNR requesting written confirmation approving the general use of the current label. If DNR has no objection to a CRP using the current bottled water label with DNR's logo, then Donna made the motion to approve**

Developmental Center's request to participate in the current statewide contract for twenty ounce bottled water. Motion seconded by Ken. Motion carried.

Next meeting is scheduled for May 29 at the Rehab Center, Institute.

Minutes prepared by: Janet Johnson, DRS